

**CONFIDENTIAL**

20 SEP 1956

MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT : Review of Grade Structure Within the Office  
of Central Reference

REFERENCE : Memorandum dated 6 August 1956, to ADD/S from  
D/P; subject: Same as above

1. This memorandum is for information only.

2. This Office has completed the position evaluation survey of the Office of Central Reference recommended by the Inspector General in his survey report. That report stated that the grade structure of OCR is inequitable. It compared the personnel average grade of OCR with that for DD/I Offices and the Agency. While recognizing the clerical nature of much of the OCR functions it compared the number of positions in OCR in GS-11 through GS-15, with those in OO and ORR, which are of comparable size. It stated that the research or operational nature of the compared Offices was compensated for in OCR by unspecified additional supervisory and administrative responsibilities. It was implied that there should be a rough equality among the three Offices in the numbers and grades of senior positions. At lower levels specific mention was made of analyst positions in the Graphics Register Division and of certain positions in the Documents Branch of the Library. Classification review of the OCR grade structure was therefore recommended.

3. Upward of [ ] positions were reviewed and documented on a current basis with emphasis placed on professional positions above GS-07. No information was received in the joint review and consultation with representatives of OCR to substantiate the Inspector General's statement that there exist "additional supervisory and administrative responsibilities of sufficient breadth and scope to more than compensate for the lack of substantive research functions or operational ability". However, general agreement was reached as to the changes in grade supportable by OCR 1957 programs and plans. Changes in the Table of Organization were concurred in by the Chief, OCR Administrative Staff and have been issued reflecting the survey findings. Grade changes were as follows:

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<u>No. of Positions</u>	<u>Former Grade</u>	<u>New Grade</u>
1	GS-14	GS-15
3	GS-13	GS-14
9	GS-09	GS-11
14	GS-07	GS-09
1	GS-06	GS-07
6	GS-04	GS-05

These changes raise the average T/O grade slightly from 7.4 (30 June 1956) to 7.6, which is still significantly lower than the average grade (30 June 1956) of 9.2 for OO and 9.9 for ORR. It is the opinion of this Office that this difference in average T/O grade is a proper reflection of an intrinsic and uncompensated functional difference in the Offices compared.

4. The most significant change resulting from the review is recognition of the development of analytical and supervisory levels of positions in the Graphics Register to the point where, as suggested by the IG's report, upgrading is appropriate. Certain clerical positions in the Documents Branch were also upgraded, more as the result of position changes stimulated by the review than because of reevaluation of the existing positions.

5. No follow up action, as a result of this survey, is anticipated although some of the components surveyed will require review in the near future because of program changes which are tentative at this time.

6. Apart from this survey, an internal realignment of positions in the Biographic Register Division has been proposed by the Chief of that Division on 12 September 1956, and will be considered when it has been approved by the AD/CR and concurred in by the DD/I.

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Harrison G. Reynolds  
Director of Personnel

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